

## Payroll Senior Expert with Czech

Job ID  
REQ-10051057

5月 27, 2025

Czech Republic

### 摘要

-To support the development of P&O processes, principles, and guidelines for a small client group, as well as coordinate data analysis and evaluation, in support of the implementation and/or maintenance of processes / services / continuous improvement in scope.

### About the Role

Your key responsibilities:

Your responsibilities include, but are not limited to:

- Working closely with in-country stakeholders to deliver successful Payroll Service
- Responsible for the country payroll processes and ensure the accuracy and timeliness to ensure that SLAs are consistently met and high customer satisfaction.
- Ensure compliance is in line with Data Privacy and Protection guidelines and other relevant

country specific legislation.

- Reviews and assesses payroll run processes and recommends process improvements
- Close collaboration with Finance department (Financial reports, accruals, etc.)
- Attend to standard service requests, answer payroll related inquiries, resolve problems if possible or support problem resolution by close collaboration with next level support and/or experts
- Raises any/all identified risks and proposes solutions to ensure a smooth payroll service is delivered
- Works with Project Managers, Business Owners, Service Owners, Managed Vendor Partners, Operations teams and 3rd parties on various projects

What you ' ll bring to the role:

- Bachelor/Master degree in HR/Business Management or related field preferred
- Excellent English and Czech spoken and written
- Several years of relevant payroll experience
- Experience in SAP/Workday system and process expertise in a given process scope

You ' ll receive

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program - choice of benefits from Benefit Plus in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients ' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we ' ll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

部门  
People & Organization

Business Unit  
Universal Hierarchy Node

地点  
Czech Republic

站点  
Prague

Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area  
Human Resources

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.



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